# INSTRUCTIONS FOR USING PCS BOARDMAKER.

1. Open by double clicking on the **Boardmaker icon** on the desktop.

2. To use a pre-made template
   - Select "File menu – open"
   - Open **c:\progra~1\boardmkr\pre-made** by using Drive c:, Folder boardmkr and pre-made.
   - Each folder in pre-made contains a variety of templates for games and overlays.

3. To customise your own page of symbols on the template board
   - Select single square tool – click, hold and drag mouse to desired size
   - Select multiple square tool – click on square just drawn, hold and drag mouse to obtain desired number of squares.

4. To insert pictures in squares
   - Select symbol finder tool
   - Type in word/name of picture you wish to insert. If there is more than one option for your selected word, scroll through the various pictures to find the one you want.
   - Written words should be inserted or removed as desired at this stage by having Line 1 as hidden or English (or appropriate language). This can be edited at a later stage on the template board.
   - Click on draw. The screen will return to your grid on the template board.
   - Click on the square you wish the picture to be placed in.
   - Repeat this process for each square.

5. To insert more than one picture in a square
   - Ensure square is appropriate size. Select "Preferences" and turn off "Auto-Resize"
   - Choose and insert picture as before.
   - Click on picture and this can now be resized and repositioned within the square.
   - Again choose and insert a picture within the same square. This can now be sized and positioned as desired.

6. Boardmaker contains various functions to enable easier usage of the program such as viewing the page as a whole, altering the message over the symbol. These can be found in the menus at the top of the screen.